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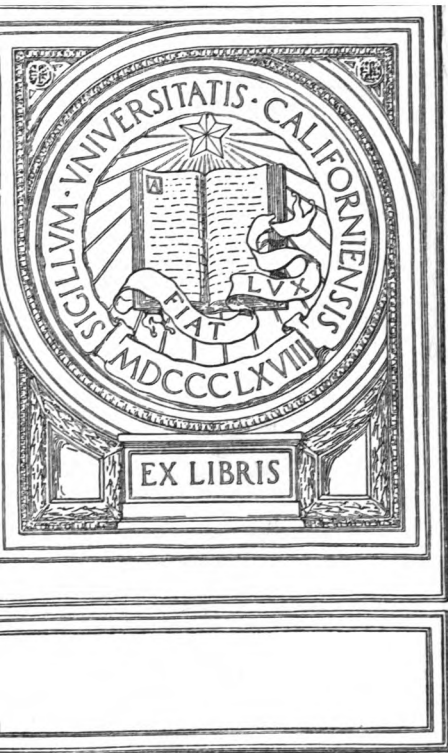
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A Compendium and
Question Book of
Parliamentary Law

By L. C. BETHEL



A COMPENDIUM

AND

Question Book

OF

PARLIAMENTARY LAW

SYSTEMATICALLY ARRANGED FOR READY REFERENCE
IN ALL DELIBERATIVE BODIES, LODGES, CLUBS,
SOCIETIES, UNIVERSITIES, COLLEGES AND ALL
ORGANIZATIONS AND CONVENTIONS.

BY

L. C. BETHEL

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Dedicated .

To the Progressive Students of America whose intellectual force and accomplishments entitle them to be heard in the arena of discussion, this little book is heartily dedicated by the Author

491864

PREFACE

THERE seems to be a general desire for a handy little book giving a clear and concise statement of the many difficult points of parliamentary usage. We believe we have succeeded in preparing a work embracing these and other valuable features, and that the expert parliamentarian and the novice will each find here just what they want. The ready sale of the several editions of the book has encouraged us to hope there may be an increasing demand for it.

The larger manuals are sufficient if rightly understood, but for many they need to be simplified. We have attempted to make the study and the mastery of Parliamentary Law easy for all. To simplify has been the aim.

The author's experience in giving public drills has demonstrated that asking questions and giving brief answers is the method best adapted to get the most difficult points clearly before the mind. In the treatment of the different questions, we have carefully followed the order in which they stand on the chart, and of their precedence in usage. The book is so arranged as to be easy of reference in the busy moments of a public assembly by a little previous study. In its preparation we have consulted all the standard authorities.

L. C. B.

Chart of Motions in the Order of their Precedence

PRIVILEGED MOTIONS.

	Vote
*.....To fix the time to which to adjourn....	Maj.
Und..... To adjourn	Maj.
Questions of privilege	
Und.....Orders of the day.....	Maj.

INCIDENTAL MOTIONS.

Deb..... Appeals	Maj.
Und..Objections to considering the question.....	$\frac{2}{3}$
Und.....The reading of papers.....	Maj.
Und.....Withdrawal of motions.....	Maj.
Und.....Suspension of Rules.....	$\frac{2}{3}$

SUBSIDIARY MOTIONS.

Und.....To lay on the table.....	Maj.
Und.....The previous question.....	$\frac{2}{3}$
Deb.....To postpone to a certain day.....	Maj.
Deb.....To commit (or recommit).....	Maj.
Deb..... To amend	Maj.
Deb..... To postpone indefinitely	Maj.

PRINCIPAL MOTION OR MAIN QUESTION.

Deb. if question was debatable..To reconsider..	Maj.
---	------

* Debatable if no other question is before the house.	
Deb.	Debatable.
Und.	Undebatable.
Maj.	Majority.
$\frac{2}{3}$	Two-thirds vote.

Chart of Undebatable Questions

To fix the time to which to adjourn (when a
privileged motion)

To adjourn

Orders of the day

Objection to the consideration of a question

Lay on the table or take from the table

Suspend the rules

Previous question

Withdrawing a motion

Reconsider (If the question is not debatable)

Chart Showing What Requires a Two-Thirds Vote

The previous question

To make a special order

To take out of proper order

To amend the rules

To object to consideration of question

To suspend the rules

Limit time of debate

To extend time of debate

GENERAL DEFINITIONS.

X 1. *What is meant by Privileged Motions?* *Privileged Motions* are such as take precedence of all other questions.

X 2. *What is meant by Incidental Motions?* *Incidental Motions* are such as grow out of other questions, and must be disposed of before the questions which give rise to them. They yield to all *Privileged Motions*.

X 3. *What is meant by Subsidiary Motions?* *Subsidiary Motions* are such as aid in the proper disposition of *Main Questions* without adopting or rejecting them, and must be decided before the principal question can be acted upon. They yield to *Privileged* and *Incidental Motions*.

X 4. *What is meant by A Principal Motion?* A *Principal Motion* is a motion to bring before the house a subject for consideration.

X 5. *What is meant by Precedence?* By *Precedence* is meant the superiority of one motion over another, which permits it to be presented when another motion is before the house. For instance, a motion of lower rank is pending, action on this must be suspended if a motion of higher rank is made. The lower in rank yields to the higher.

6. *What is meant by Quorum?* By *Quorum* is meant enough members present to transact business.

MISCELLANEOUS QUESTIONS.

1. *What is meant by Parliamentary Usage?* Laws which govern deliberative assemblies.

2. *Where did we get Parliamentary Usage?* From the British Parliament.

3. *How many members in the British Parliament?* There are in the House of Lords 559 members. Business can be transacted if three members are present. There are in the House of Commons 670 members, and 40 constitute a quorum.

4. *How many members in the U. S. Congress?* There are 531, 1913.

5. *How many in the Senate?* 96.

6. *How many in the House of Representatives?* 435.

7. *How many constitute a quorum?* A majority of either house.

8. *Who is President of the U. S. Senate?* The Vice President of the United States.

9. *Who is Chairman of the U. S. House of Representatives?* The Chairman is chosen by the House and is called the "Speaker."

10. *Has the President of the Senate the same privilege as the Chairman of the House?* No; he can vote only when there is a tie, because he is not a member.

11. *How many U. S. Senators are there for each State?* Two.

12. *How are they elected?* By the Legislature of each state for a term of six years.

13. *Upon what bases are the U. S. Representatives elected?* On the basis of one for every 212,407 of the population. Census of 1910. Elected for two years.

14. *What is the first thing to do in an assembly before a member can make a motion?* Obtain the floor.

15. *How is this done?* By rising and addressing the Chair by saying, "Mr. Chairman" or "Mr. President," as may seem best.

16. *Has the member the floor then?* Not until recognized by the Chair. The Chair recognizes the member by calling his name.

17. *What are some of the common errors in addressing the Chair?* "I move you," "I move you now," "I move the Chair," "I do move you now," "I do move," and "I make a motion."

18. *What is the correct way?* Having obtained the floor, simply say, "Mr. Chairman, I move that," etc.

19. *What is next in order?* State your motion in a voice that all can hear.

20. *What is then in order?* Some one will say, "Mr. Chairman, I second the motion." Do not

say "I sustain" or "support the motion," but "I second the motion."

21. *Is it necessary for the one who seconds a motion to wait to be recognized by the Chair?* No. Simply say, "Mr. Chairman, I second the motion."

22. *The motion made and seconded, what next?* It should be stated by the Chair before it is debated, or put to vote.

23. *The motion being properly stated by the Chair, what is next in order?* If it is a debatable question, the Chair will call for *remarks*. If it is an undebatable question, the Chair will put the question at once.

24. *Should questions be debated without a motion?* No; all business should be introduced by a motion or presenting a communication. It is very wrong to dissipate the time in needless discussion when there is no motion before the house. When a question is *properly* before the house, it may be debated if it is a debatable question. A member must obtain the floor for debate in the same manner he would secure it to make a motion.

25. The Chair should give the floor to the member whose voice he first hears, if two or more address the Chair at the same time.

26. *Can a member make a motion while another has the floor?* No.

27. *How many times can a person speak to a question?* Only once, until all who desire to speak have spoken.

28. The call of "Question" does not compel the Chair to take the vote if there are others who desire to speak to the question.

29. After the floor has been assigned to a member he cannot be interrupted by a call for the "Question," or by a motion to adjourn, or for any purpose by either the Chair or any member, if *he is in order*, except to have entered on the minutes "a motion to reconsider," and accept "a call for the orders of the day," or "a question of privilege."

30. It is customary at the beginning of a session to *limit the time of a speaker*. The time may afterwards be extended by consent or by two-thirds vote of the assembly.

31. *Can a maker of a motion vote against his own motion?* Yes; but he cannot speak against it.

32. The Chair in giving his decision should say, "The Chair decides" so and so, and not say, "I decide."

33. The Secretary should stand while reading the minutes, etc.

34. *What is meant by "Questions of Privilege?"* Privileges and rights of the members of

the assembly, usually something needing immediate attention.

35. *What are the rights and privileges of debate?* The leader has the right to open and close the debate. If it is a paper under discussion, the author of it should have the right to open and close the discussion.

36. *What is meant by a "Majority" Vote?* It is more than half of the whole number of votes cast, or it is the excess of votes received by the successful candidate over the sum of all the votes cast for competing candidates.

37. *What is meant by a "Plurality" of votes?* It is the excess of votes received by the successful candidate over those cast for the competing candidate having the next highest number of votes.

38. *Can an election to office once decided be reconsidered?* No.

39. *When is a meeting properly adjourned?* Not until a vote has been taken, and the result announced by the Chair.

40. *What is the difference between "Privileged Motions" and "Questions of Privilege?"* See pages 27, 29.

41. *What should be done if the Chair refuses to put a motion properly made?* See appeals, page 32. Also "Life of John Quincy Adams," by W. H. Seward, page 297.

42. *Is the Chair compelled to vote?* No.
43. A member who *yields* the floor loses the right to it, until the rest have spoken.
44. When anyone having the floor is interrupted he *does not lose the right* to the floor, but may resume it when that which interrupted him is settled.
45. *What vote does it take to expunge from the minutes?* A unanimous vote. For instance, action has been taken reflecting upon some member, and it is afterwards desired to expunge it from the minutes. This cannot be done if *one* votes against it. The action must stand.
46. *Can a vote by ballot be reconsidered?* No; but it can be thrown out if found irregular.
47. *What is meant by "General Consent?"* When an assembly gives *General Consent* that is the same as a unanimous vote.

ORGANIZATION.

1. A Permanent Society.—I. When a society is to be organized a meeting is called. At the time appointed, some person will rise and say: "The house will please come to order." He then calls for nominations for Temporary Chairman. A name or names are offered and voted on. If no one receives a majority of votes, the vote is again taken until one is elected. When elected he at once takes the chair, and proceeds in the same manner to complete the temporary organization. The next thing in order is to state the object of the meeting. This is done either by the chair or some one else. After discussion, or a sufficient time has been given the question, some one will rise, addressing the chair, and move that such an organization be formed. If this is carried by a majority vote it is then in order to move that a committee of— be formed to draft a Constitution and By-Laws. If this is carried, the committee is either appointed by the Chair or elected by the house as decided by the majority vote (see committees). This committee reports at the next meeting. If there is no other business after the time and place has been arranged for the next meeting, the motion to adjourn is in order.

2. Second Meeting.—I. At the second meeting the temporary officers serve until the consti-

tution is adopted and the permanent officers are elected. After the meeting has been called to order the Chairman should call on the Secretary to read the minutes. If there are no corrections the minutes stand approved. The Committee on Constitution and By-Laws then make their report. After this has been adopted the Chairman gives an opportunity for those desiring to become members to sign it, and pay their initiation fees if required by the Constitution. Only those signing the Constitution are allowed to vote. The permanent officers are then elected and take their places. For electing officers and adopting the Constitution, see Election of Officers and Committees.

2. If the organization is auxiliary to some other society it adopts the Constitution or Rules prescribed by such society and then elects permanent officers. Committees, Boards of Trustees, Executive Boards are all subject to the body that created the office.

3. The Constitution should specify the object of the society, and qualification of members, duties of officers and their elections. The By-Laws should contain such matters of importance as time of meeting, place, etc.

4. To amend the Constitution and By-Laws requires previous notice, and a *two-thirds* vote.

1. **Order of Business:**

Opening exercises
Reading of minutes
Unfinished business
Reports of committees
New business
Miscellaneous business
Adjournment

1. **Delegate Meeting or Convention. — 1.**

Where delegates are elected or appointed to represent other societies the delegates are furnished with credentials from the society they represent, signed by the President and Secretary. Ex-officio members of a convention need no credentials.

2. If it is not a regularly organized convention the convention should first elect temporary officers. After which committees such as a Committee on Permanent Organization, a Committee on Platform or Constitution, a Committee on Credentials and a Committee on Rules and Order of Business.

3. In a Delegated Convention no business of importance should be transacted until the Credential Committee has reported, and their report is amended, if necessary, and adopted. This is not a small matter when there are delegates contesting seats.

4. *Contesting Seats.*—When there are two or more contesting seats they may be heard in their

own behalf, and then should withdraw from the body, taking no further part until the matter is decided by a majority vote.

5. As soon as the Committee on Permanent Organization has reported, and the vote is taken, the permanent officers should take their respective places.

6. The temporary organization may be made the permanent organization, or another set of officers may be elected.

7. In a large assembly it is necessary sometimes to appoint a Sergeant-at-Arms to assist in maintaining order and enforcing the rules.

8. Also, Pages are appointed to wait on the members, distribute blanks, carry necessary messages, etc.

9. If it is a regular organized convention with permanent officers already elected, upon taking the Chair the Presiding Officer should say, "The ———Annual Convention is now open for the transaction of business."

10. One of the first acts of a deliberative body should be to adopt a programme, which then becomes the "Orders of the Day." If by this adopted programme the hour has been fixed for adjourning the meeting, then at the specified time the Chair will say: "The time for adjournment has arrived," and if no motion is made to extend the time he declares the meeting adjourned.

DUTIES OF OFFICERS.

2. **President.**—1. It is the duty of the President to preside at the meetings, to announce the business, to preserve order, to put motions to vote, and to announce the result. Also to see that the rules of the body and of parliamentary usage are observed.

2. If he wishes to vacate the chair for a time he may appoint some one as Chairman *pro tem*.

3. The Chairman cannot make or second motions. When a motion is made relating to the Chair it is customary for the mover or Secretary to put the motion to vote.

4. He should decide all points of order subject to appeals.

He should stand when stating a question and taking a vote.

He should not interrupt a speaker when he is in order.

When making decisions he should not use the pronoun I, but always "the Chair decides," etc. He should always after the motion has been made and seconded *state* the question. He should so well understand parliamentary law and the rules of the organization that he can preside with grace, ease and dignity. He should preside impartially. He should open the meeting at the

time appointed providing there is a quorum present.

3. Vice President.—1. It is the duty of the Vice President to preside in the absence of the President. He has all the powers and responsibilities of the President while he is in the chair.

2. In the absence of the President and Vice President a Chairman *pro tem* is elected.

4. Recording Secretary.—1. The duty of the Recording Secretary is to keep a record of the proceedings of the meeting, which record is called *the minutes*. The Secretary should keep such a record as will enable any intelligent person to understand fully the nature and doings of the meeting.

2. He should record in the minutes all principal motions whether carried or lost, unless otherwise instructed. It is often as important to know what measures were introduced and lost as what measures were carried. He should record not so much what is *said* as what is done, what is decided by *vote*. The name of the person making a motion should be recorded on the minutes with the motion.

3. In the absence of the presiding officers the Secretary should call the meeting to order and have a Chairman *pro tem* elected.

4. It is the duty of the Recording Secretary to read papers, etc., that are called up, to call the roll, and note those absent, to call the roll when the yeas and nays are taken, to notify committees of their appointment and the business referred to them. Where it is the rule of the society he should collect all moneys due the society, paying them over to the treasurer, taking his receipt therefor.

5. He has the custody of all papers and official documents belonging to the society, unless some other person is designated for that purpose. The minutes should always be signed by the one recording them.

5. Corresponding Secretary.—1. It is the duty of the Corresponding Secretary to do the corresponding for the society, such as sending out blanks for reports, etc.

6. Treasurer.—1. The duty of the Treasurer is to receive all moneys, and keep accurate account of all receipts and expenditures, and report the same to the society.

2. He should pay out money only on the order of the society, signed by the President and Secretary, being careful to secure a receipt for the same.

3. All money should pass through the Treasurer's hands.

The Treasurer's books should be audited by the auditing committee as specified by the society, at least once a year when the books are closed. Said committee to report before the treasurer's report is voted on.

They should then sign the treasurer's report showing the correctness thereof to this effect, signing something like this: "We do hereby certify that we have this day examined the accounts and vouchers of the treasurer and find them correct; and that the balance in his hands isstating the sum.

Signed,

.....

Auditing Committee.

7. Auditing Committee.—I. It is the duty of the Auditing Committee to audit the accounts of the Treasurer. They should examine all vouchers, books, papers, etc., held by the Treasurer, and report the same to the society.

MISCELLANEOUS QUESTIONS.

8. **The Main Question.**—I. *What is meant by the Principal or Original Motion?* By this is meant those motions or questions introduced for consideration when no other business is before the house.

2. *Should all Principal motions be seconded?* Yes. We second motions to show that some one else also wants the subject presented.

3. *Can a Principal Motion be made when another motion is before the house?* No.

4. *When does a question belong to the house for debate?* Not until it is seconded and stated by the Chair.

5. The Chair can call that motions or resolutions shall be submitted in writing, and handed to the Secretary.

6. *To what does the Main or Principal question yield?* To all Privileged, Incidental and Subsidiary Motions.

9. **Division of a Motion.**—I. *What is meant by a division of a motion?* If the motion is long or a double motion any one can "move to divide the motion," if this is carried by a majority vote the motion is divided and each division treated as an independent proposition. This motion is in order even after the previous question has been called.

10. Voting on Questions.—I. *Should the Chairman always call for the negative vote?* There are instances when it is not courteous to call for the negative vote. Such will usually suggest themselves to a good presiding officer. For instance, a vote of thanks, courtesies, etc.

11. Contesting Floor. — I. When two or more rise and address the Chair at the same time, the Chair shall decide between them. But any member may name the one he thinks is entitled to the floor. The Chair then takes the vote, first, as to the person he has recognized, and if the majority is against him, he will take the vote as to the one next named, without debate.

12. Recess.—I. *What is meant by the motion for a recess?* That the assembly take a recess for a limited time during a session or meeting. This motion is disposed of by a majority vote.

13. Renewing a Motion. — I. *How may a motion be renewed?* No Principal Motion or amendment, having been acted upon, except a motion to adjourn, can be taken up again at the same session, unless by a motion to reconsider.

2. A motion to adjourn can be renewed if business or debate has intervened. A motion to Suspend the Rules having been made cannot be renewed at that meeting for the same purpose. Generally, when a motion alters the state of

affairs, it is admissible to renew any Privileged, Incidental or Subsidiary Motion, excepting a motion to Amend, for the Orders of the Day, or for Suspension of the Rules.

3. A motion which has been withdrawn, has not been acted upon, and hence can be renewed.

14. **A Session.**—1. *What is meant by a Session?* In Congress the time from the beginning to the close of one term is called a session. A meeting covers only the time from an assembling to an adjournment, and may be called many times during a session; but a session may be composed of one or many meetings.

15. **A Quorum.**—1. *What is a Quorum?* By quorum is meant enough members present to transact business. The rules of a body should fix the number, unless it is already fixed by law. When the number is not specified a majority of all the members of the organization constitute a quorum.

2. *In a meeting when a quorum is present and business is being transacted is it necessary for a quorum to vote to dispose of the Question?* No. If a quorum is present the business is disposed of by the majority of those *who vote* whether a quorum votes or not. Such has been the decision of the United States Supreme Court. Members who do not vote, by their silence are regarded as consenting to the result.

3. In making up a *quorum* persons present and not voting should be counted.

4. *Can business be transacted if a quorum is not present?* No, and only the motion to adjourn can be made.

16. **Informal Consideration of a Question.**

—1. *What is meant by the Informal Consideration of a Question?* Sometimes a communication is read, a resolution offered or a member presents a subject which the assembly is not ready to have come in the form of a motion. It would be in order for some one to move "an informal consideration of the question." If this is carried by a majority vote the question is informally considered and after discussion the question may be disposed of by motion the same as any other question.

17. **Minutes.**—1. *It is necessary to vote on the minutes?* No; after the reading of the minutes the Chair will say, "Are there any corrections?" If there are any, they are made at once. The Chair will say, "If there are no corrections to the minutes they stand approved."

2. *Is it necessary to move to reconsider the minutes to correct them?* No. They can be corrected any number of times.

3. *What vote does it take to expunge from the minutes?* A unanimous vote,

4. *Should amendments to the minutes be voted on?* Yes.

5. At the close of a session when several meetings have been held any minutes not having been acted on should be read and corrected before the final adjournment.

18. An Ex-Officio Member.—1. *What is an ex-officio member?* An ex-officio member of a convention, board or committee, is one who is a member by virtue of the office he holds. The President is not a member of any committee by virtue of his office unless the Constitution makes such provision. An ex-officio member has the same privileges and rights as a regular member unless the Constitution makes it otherwise.

PRIVILEGED MOTIONS.

What are Privileged Motions? Privileged motions are such as take precedence of all other questions.

These divisions are treated in the order in which they appear on the chart, page 6.

† **19. To Fix the Time to which to Adjourn.** ✓

—1. *What motion is the highest in rank?* To fix the time to which to adjourn is the highest in rank, and takes precedence of all other motions.

2. *What is the object?* The object is to determine when the meeting shall again convene.

3. *What is the form?* The form is, "I move that when we adjourn, we adjourn to meet," stating the time.

4. *When can this motion be made?* It may be made at any time, even after the vote has been taken to adjourn, if the vote on the motion to adjourn has not been announced by the Chair.

5. *Can it be debated?* If made when a question is before the house it is *undebatable*. If there is no question before the house it becomes a Principal Motion and can be debated.

6. *Can it be amended?* Only as to changing the time.

7. *Can it be reconsidered?* Yes:

8. *What vote does it take to carry it?* A majority.

20. **Adjournment.**—1. *When is the motion to adjourn not in order?* While a member has the floor, while the yeas and nays are being called, while the members are voting on any question, or when the Previous Question has been called and is still pending.

2. *What is the form?* "I move that we adjourn."

3. *What is its relation to other Questions?* The motion to adjourn (when unqualified) takes precedence of all other questions except "To fix the time to which to adjourn."

4. *Is it debatable?* The unqualified motion to adjourn is not debatable, but when qualified it loses its privileged character, and stands as any other principal motion.

5. *Can it be amended?* No; neither can it have any other subsidiary motion applied to it, nor can it be reconsidered.

6. *When can it be renewed?* It cannot be renewed until some business has been transacted, or some one has spoken.

7. *What vote is necessary to adjourn?* A majority.

8. *What becomes of unfinished business interrupted by an adjournment?* If it does not close

the session it is the first in order after reading the minutes of the next meeting, and stands before the house just as it did when the adjournment was made.

9. *What is meant by the motion to adjourn sine die?* If the assembly is one that is dissolved at the close of the meeting it is in order to "move we adjourn sine die."

21. Questions of Privilege. — 1. *What is meant by "Questions or Privilege?"* Privileges and rights of members of an assembly. Usually something that needs immediate attention, such as the reading or sending of telegrams, or making an inquiry concerning a person who is wanted, etc., which may be done even while a member is speaking.

2. *What is the form?* The form is, "I rise to a question of privilege;" the Chair will then say, "State your question." After the question is stated the Chair decides whether or not it be a Question of Privilege; which decision is subject to an appeal.

3. *Must it be disposed of at once?* Final action on it need not be taken at once. It may be disposed of by placing on the table, by referring to a committee, or it may have any other subsidiary motion applied to it. After it has been

acted upon the meeting proceeds with the interrupted business.

22. **Orders of the Day.**—1. *What is meant by the "Orders of the Day?"* When one or more subjects have been assigned to a certain day or hour they become the "Orders of the Day." If it is a regular organized convention and the programme has been arranged by the officers or a committee at the opening of the first meeting, it would be in order for some one to move "that the programme become the "Orders of the Day." Any changes may be made at that time and the programme adopted as the Orders of the Day by a majority vote.

2. *How may the Orders of the Day be called?* If other business has interfered with the programme or when the time arrives for the Orders of the Day, any one may rise and say, "Mr. Chairman, I call for the Orders of the Day." (This does not require a second.) The Chair will say, "The Orders of the Day have been called for, are there any objections?" If no one objects they are taken up at once. But if an objection is made the Chair will take the vote. If the vote is in the affirmative the current business is suspended and programme adhered to. If the vote is in the negative, the Orders of the Day are postponed only until the business before the meeting is transacted.

3. *How are the Orders of the Day classified?* They are General and Special. General Orders can be called by a majority. To make a Special Order, or to take out of order, requires a two-thirds vote.

4. *What is meant by General Orders?* The regular adopted programme or business.

5. *What is meant by a Special Order, and to take up Out of Order?* Some business voted to be made the special order for a certain time, and everything yields to the question coming up at that time. To take up Out of Order means to take up any part of the programme out of the regular order. Both of the above requires a two-thirds vote.

6. *To what do the Orders of the Day yield?* When the hour arrives for the Orders assigned they take precedence of everything except, "To fix the time to which to adjourn," "To adjourn," "Questions of Privilege," and "To reconsider." To these they yield.

7. *Can a call for the Orders of the Day be debated?* It cannot.

INCIDENTAL MOTIONS.

What is meant by Incidental Motions? *Incidental Motions* are such as grow out of other questions, and must be disposed of before the questions which give rise to them. They yield to all *Privileged Motions*.

23. Appeals.—I. *What is meant by Appeal?*

If a member notices anything in the procedure of the meeting which he thinks is out of order, or some one is not speaking to the question, he, addressing the Chair, may say, "I rise to a point of order." The person called to order will cease speaking, and the Chair will say, "State your point of order," which he does, and the Chair decides whether the point is, or is not, well taken. If the member or any one else is not satisfied with the decision of the Chair, he may rise and say, "I appeal from the decision of the Chair." This being seconded, the Chair gives his reason for his decision, and says, "Shall the decision of the Chair be sustained? If a majority vote in the affirmative the Chair is sustained. If the vote is a tie the Chair is sustained, since, in a tie the Chair can vote.

2. *If an appeal is laid on the table is the decision of the Chair sustained?* Yes.

3. *What can be done if the Chair refuses to put a motion properly made?* Any one can "Appeal from the decision of the Chair," the

Chair having decided against the motion by refusing to put it. If the Chair refuses to put the appeal to vote, the person appealing may put it himself. See Miscellaneous Questions, No. 41, Page 12. Or if the Chair refuses to put the motion the mover may put it to the house, or the body may declare the Chair vacant and elect another Chairman.

4. *Can an appeal be reconsidered?* Yes.

5. *Is an appeal debatable?* Yes; if it does not relate to indecorum, or violation of the rules of speaking, or if the previous question was not pending at the time the appeal was made.

6. *To what do appeals yield?* To all "Privileged Questions."

24. Objection to the Consideration of a Question.—I. *What is the object of "Objecting to the consideration of a question?"* It is to prevent the subject from being considered, so that when a motion is made that seems unprofitable, out of place or contentious, any one as soon as the question is presented, may rise and say, "Mr. Chairman, I object to the consideration of the question." This objection does not require a second, and the Chair will say, "Will the assembly consider the question?" If there is a two-thirds negative vote the question is not considered and cannot be brought up again during that session.

2. *When must this objection be made?* It can be made before or after the question is stated by the Chair, and it must be made before the question has been debated.

3. *Does an objection require a second?* No.

4. *Can an objection be amended or debated?* No; nor can it have any subsidiary motion applied to it. An objection to the consideration of a question can be made to any principal motion.

5. *Why should objections be made?* To keep out of the meeting any improper or unprofitable questions, and to prevent their being debated.

25. Reading of Papers. — 1. *How often should a paper be read before a vote?* Each and every member has the right to hear a paper read before voting upon it.

2. *What is the duty of the Chair?* When a member asks for the reading of any paper for information the Chair shall direct it to be read or re-read, if there are no objections. If any one objects to the call for the reading, the vote shall be taken without debate or amendment and decided by a majority vote.

26. Withdrawal of a Motion.—1. *When a motion has been made and the mover does not want it to go to vote, what can he do?* Withdraw it with the consent of the second, if it has not been stated by the Chair. If it has been stated by the Chair, it cannot be withdrawn with-

out consent of the members. If any one objects it must either go before the house to be voted upon, or a motion must be made to withdraw it, which motion cannot be debated or amended. Permission to withdraw a motion is often given by "consent." The Chair will say, "Mr. ——— desires to withdraw his motion, are there any objections?" or he will say, "Is there consent?" If no one objects or consent is given, the motion is withdrawn.

2. *What becomes of a Question that has been withdrawn?* It may come before the house at any other time the same as though it had not been presented before.

3. *What is done if some one objects to the motion being withdrawn?* The question is put on the withdrawal of the motion and decided by a majority vote. It is not necessary to record a motion that has been withdrawn.

27. To Suspend the Rules.—1. *Why are the rules sometimes suspended?* Because the adopted rules of a body frequently interfere with the speedy transaction of business.

2. *What is the form?* The form is, "I move to suspend the rule, which interferes with ———," stating the object.

3. *What rules may be suspended?* Only the Rules of Order or Standing Rules, or any rules

governing the organization outside of the Constitution and By-Laws.

4. *Can the motion be made to Suspend the Rules on the Constitution and By-Laws?* No; not unless they provide for their own suspension.

5. *What vote does it take to Suspend the Rules?* A two-thirds vote.

6. *Can it be amended?* It cannot be amended, neither debated, nor have any subsidiary motion applied to it. It cannot be reconsidered.

7. *Can a motion to Suspend the Rules for a certain purpose be renewed at the same meeting?* No; but such a motion may be made after adjournment in the next meeting, although the meeting be held the same day.

SUBSIDIARY MOTIONS.

What is meant by Subsidiary Motions? *Subsidiary Motions* are such as aid in the proper disposition of *Main Questions* without adopting or rejecting them, and must be decided before the principal question can be acted upon. They yield to *Privileged* and *Incidental Motions*.

28. To Lay on the Table.—1. *What is the object of the motion to Lay on the Table?* The object of this motion is to postpone the subject in such a way that at any time later it can be considered.

2. *What is the form?* The form is, "I move the question be laid on the table."

3. *What is its rank?* The motion to Lay on the Table takes precedence of all other Subsidiary Questions, but yields to Incidental and Privileged Questions.

4. *What motion to Lay on the Table do, or do not, effect the Main Question?* (a) A question being laid on the table carries with it all pertaining to it. As, should an amendment be laid on the table it carries with it all it proposes to amend. Exceptions: (b) An appeal being laid on the table sustains the Chair, and does not carry with it the original question. (c) An amendment to the minutes being laid on the table does not carry the minutes with it. (d) A mo-

tion to reconsider being laid on the table does not carry with it the original motion. (e) The previous question being called and laid on the table does not carry with it the main motion.

5. *Why sometimes lay the Previous Question on the table?* So that the Main Question may be further debated.

6. *How far does the right "To Lay on the Table" extend?* Though the Previous Question may have been ordered, and the moment has arrived to vote on the Main Question, the Main Question may be laid on the table.

7. *Can it be debated?* The motion to "Lay on the table," or "Take from the table," is undebatable, and takes a majority vote to carry it.

8. *Can it be amended?* No.

9. *When a motion carries to "Lay on the table," what becomes of the question under consideration?* It removes the question from discussion until the assembly take it "from the table" by a majority vote.

10. *Can an affirmative vote to "Lay on the table" be reconsidered?* No.

11. *Can a motion be made to Lay a question on the table for a specified time?* No. Should it be desired to lay the question aside to a specified time it would be in order to "Move that the question be postponed to——," stating the time.

29. *Previous Question.*—1. *What is meant by the Previous Question?* It is a motion to cut off debate on the question before the house, and bring it to a vote at once.

2. *What is the form?* The form is, "I move the previous question." After it has been seconded, the Chair will say, "Shall the main question be now put?" "All in favor," etc.

3. *What vote does it take?* If there is a two-thirds vote in the affirmative, the question is put at once; but if the previous question does not carry, the question is still open for discussion; also, if the Previous Question is laid on the table, the question before the house can be debated.

4. *When there is a question before the house with amendments, and the Previous Question is called, what is the order of Procedure?* In this case the vote must be taken at once on the question, beginning first with the amendments.

5. *What should be done if the Previous Question is called on an amendment?* Simply vote on the amendment. This leaves the Main Question still open for debate and amendment.

6. *Can a person submit a resolution, and at the same time move the previous question?* Yes; but this is not often done.

7. *What is its rank?* The Previous Question takes precedence of all debatable questions; but

yields to all Privileged and Incidental Questions, and to the Motion to Lay on the Table.

8. *Can it be amended?* No.

9. *Can it be reconsidered?* No.

10. *To what does the Previous Question apply?* To Debatable Questions and Questions of Privilege.

11. *Does the call of "Question, Question," compel the Chair to close debate and take the vote at once?* No. He may allow the debate to continue until some one moves "the Previous Question."

12. The Previous Question to many is confusing. Some are apt to think that it has reference to the question *before* the one under discussion; but it simply means that the debate now close, and the vote be taken on the last question before the house. The Previous Question when called applies to the whole question unless otherwise specified. If a committee has reported the Main Question, the chairman of the committee can close the debate even after the Previous Question has been ordered.

30. **To Postpone to a Certain Day or to a Certain Time.**—1. *If a question arises which it is preferred not to decide at once, what may be done?* A motion may be made to postpone it to a certain day and hour.

2. *What is the form?* The form is, "I move to postpone—to——day and hour," naming the question and day and hour.

3. *Why is it often better to postpone a question to a certain day and hour, rather than to lay it on the table or allow it to be voted on and be lost?* Because to take from the table, or to reconsider the vote in order to get the question again before the house both take a majority vote, but if a question is postponed to a certain time it becomes a special order of the day for that time without any vote, and everything else yields (except Privileged Questions) to it even if there is other business before the house.

4. *Can it be taken up before or after the specified time?* Only by taking it up out of order, which requires a two-thirds vote.

5. *If there is business before the house when the time arrives for the Special Order, what becomes of the business?* The interrupted business is laid aside and can come up later as unfinished business.

6. *If the Chair fails to call up the question as postponed, at the specified time, can any one else call it up?* Yes.

7. *What vote does it take to postpone a question to a certain time?* A majority vote.

8. *When there are two or more questions*

postponed, what is the order of considering them? They should be taken up in the order in which they were postponed, even though they were not taken up at the time appointed.

9. *Can a motion to postpone to a certain day or time be debated?* Only as to the propriety of postponing it.

10. *Can it be amended?* Only as to time.

11. *To what does it yield?* It yields to Privileged and Incidental Questions, the motion to Lay on the Table, and the Previous Question; but it takes precedence of a motion to commit or amend, or indefinitely postpone.

31. **To Commit.**—1. *What is meant by Commit?* By Commit is meant to transfer certain business to a smaller body called a committee.

2. *What is the form?* "I move to refer the subject (naming the subject) to a committee."

3. *Can it be amended?* Yes.

4. *Can it be debated?* Yes.

5. *What is meant by Recommit?* It is to refer the subject back to the committee.

6. *To Commit or Recommit takes precedence of what motions?* To Amend and to Postpone Indefinitely, and yields to all other Subsidiary, Incidental and Privileged Motions.

7. *What vote does it take?* A majority.

32. **Amendments.**—1. *If a motion is made*

and is not satisfactory, what can be done? It can be amended.

2. *To what extent may a question be amended?* It may be amended so as to modify the meaning, or so as to change the meaning entirely. But an amendment must be *germane* to the question.

3. *What is the form?* "I move to amend," stating how you want to amend the question.

4. *What are some of the ways of amending a question?* By "adding" or "inserting," by "striking out," or by "substituting" one motion or resolution for another.

5. *How many amendments may be entertained to a question at the same time?* There may be two only. An amendment to the question, and an amendment to the amendment.

6. *If there is a question with two amendments what vote should be taken first?* The vote to amend the amendment, and if this carries, then on the amendment as amended, if this carries then on the original motion as amended.

7. *If the second amendment carries, and the first amendment loses, what is the result?* Only the original motion is left.

8. *If the second amendment loses and the first amendment carries, what is the result?* The question with the first amendment remains.

9. *Can other amendments be offered?* Yes, when the assembly has disposed of one or both of those pending.

10. *An amendment laid on the table has what effect on the question?* An amendment laid on the table carries with it all it proposes to amend; except, an amendment to the minutes being laid on the table does not carry the minutes with it.

11. *Can a mover of a question offer an amendment to it?* Yes; he has the same privilege as any other member, excepting to speak against his own motion.

12. *Should the Chair ask the maker of a motion to accept an amendment?* No; not if it changes the question; but if it is simply some little change in the form of the question that does not affect its sense, he may make such a request. Some are often embarrassed by the Chair asking this question.

13. *If there is a question with an amendment before the house and the Previous Question is called for, what is meant?* It is meant to close the debate, and bring the whole question before the house to a vote.

14. *If the Previous Question is called on an amendment, what is meant?* It means that the vote on the amendment be taken at once, but the original question is yet open for debate.

15. *If there is a question before the house with two amendments and some one wants to offer another that will affect the pending question, what can be done?* He may state his desire to offer an amendment if the pending amendment is voted down. This gives those in favor of his amendment the right to vote in the negative, and if the amendment is lost the new amendment can be offered.

16. *What vote does it take to amend?* A majority, except to amend the Constitution, or By-Laws, or the Rules of Order. These require previous notice and a two-thirds vote for their adoption.

17. *To what does the motion to amend yield?* The motion to amend yields to all Privileged, Incidental, and Subsidiary motions, except to Postpone Indefinitely.

18. The following is a list of motions which cannot be amended: To Adjourn (when unqualified), to Lay on the Table, to Postpone Indefinitely, an Amendment to an Amendment, the Orders of the Day, all Incidental Questions, the Previous Question, and to Reconsider.

33. **To Postpone Indefinitely.**—I. *What is the object of postponing a question indefinitely?* To remove the question from the assembly for that session. It is one way of disposing of a question.

2. *What is the form?* "I move the question be postponed indefinitely."

3. *What is its rank?* It is the lowest in rank (except the principal motion), and yields to all Privileged, Incidental and Subsidiary motions, except the motion to Amend.

4. *How is it affected by the Previous Question?* If the Previous Question is called on it, the motion to postpone only is affected, and the Main Question remains before the assembly.

5. *Can it be debated?* Yes; and when it is moved it opens to debate the entire question which it proposes to postpone.

6. *What vote does it take to postpone indefinitely?* A majority.

7. *Can a motion to postpone indefinitely be amended?* No.

8. *If a question has been postponed indefinitely what effect does that have on the question?* It takes the question from the house and is identical in effect with a vote on the Main Question and decided in the negative.

MISCELLANEOUS.

34. **Reconsider.**—1. *When a vote has been taken, and is not satisfactory, what may be done?* A motion to reconsider the vote may be made.

2. *Why reconsider?* So as to bring the question before the house again.

3. *How does this effect the question?* When a vote is reconsidered the motion stands just as it did before the vote was taken.

4. *Who can move to reconsider a vote?* One who has voted on the prevailing side. The prevailing side is not necessarily the affirmative. If the motion has been defeated the negative is the prevailing side. Any one may second the motion to reconsider.

5. *How may the Chair know that the person moving to reconsider voted on the prevailing side?* If the yeas and nays have been taken the record will show it. If it has been a *viva voce* vote, the Chair may ask the mover if he voted on the prevailing side.

6. *Can all votes be reconsidered?* No. To Adjourn, to Suspend the Rules, to Take from the Table, an affirmative vote to lay on the Table, a vote by ballot, and elections cannot be reconsidered.

7. *Can a question with amendments, which has been carried or lost, be reconsidered?* Yes;

by first reconsidering the vote on original question, then the vote on the amendments.

8. *If one wishes the question that has been disposed of brought up again, is it wise to move to reconsider the vote on the question before some influence has been brought to bear on the house or the conditions change?* No; as the same majority having disposed of the question would be very apt to vote down the motion to reconsider.

9. *How may a question be disposed of that it can not come up again during that session?* As soon as the question is disposed of and before any influence has been brought to bear on the body to cause them to change their vote some one voting on the prevailing side may move to reconsider the vote and if the motion to reconsider is lost the question cannot come up again during that session.

10. *How many times can a question be reconsidered?* But once.

11. *Is the motion to reconsider debatable?* It is or is not debatable, just as the question proposed to be reconsidered is or is not debatable. If debatable it opens up the entire subject for debate which it proposes to reconsider.

12. *Can a motion to reconsider be made at any time during the meeting?* The common rule is that a motion to reconsider must be made the

same day or the day following that on which the question came before the house for a vote.

13. *Can the motion to reconsider be made if there is other business before the house?* Yes; but it cannot be acted upon at that time. It must be entered upon the minutes and can be called up at any time. If taken up immediately after the business which was before the house when it was made, is disposed of, it takes precedence of everything, except a motion to Adjourn, and to Fix the Time to which to Adjourn.

14. *If a motion to reconsider be laid on the table, how is the Main Question affected?* If the motion to reconsider is tabled, the Main Question cannot be reconsidered unless the motion to reconsider is taken from the table by a majority vote.

15. *Can the Previous Question be called on a motion to reconsider?* Yes; but it effects only the motion to reconsider, and leaves the Main Question untouched.

16. *To what does the motion to reconsider yield?* It yields to all Incidental Motions, and Privileged Questions, except the Orders of the Day.

17. *Can it be amended?* No.

18. *What vote does it take to reconsider?* A majority.

19. Sometimes it is better for one to change his vote and vote on the prevailing side, so that later he may move to reconsider the vote.

20. *If the motion prevails to reconsider the vote how does the question stand?* It is before the house just as it was before any vote had been taken on it.

35. **To Rescind.**—1. *If a question has been disposed of and the time has passed to reconsider the vote and the assembly wishes to reverse, or annul the action, what can be done?* It would be in order for some one to “move to rescind the action pertaining to —” stating the question. If this is carried by a majority vote the action is rescinded.

2. *Can an action be rescinded regardless of the time that has elapsed since the question was disposed of?* Yes.

36. **Voting on Questions.** — 1. *What are some of the forms of voting?* By the ayes and noes, by showing hands, by rising, by yeas and nays and by ballot.

2. *What form is most commonly used?* The ayes and noes vote outside of the election of officers.

3. *After the motion has been made and seconded, what is the next thing in order?* The Chair should always state the question. If it is debatable he will call for remarks, but if it is

undebatable he will take the vote at once unless other motions of higher rank are made bearing on the question. After the vote has been taken the Chair should always announce the result.

4. *What can be done if the vote is uncertain?* Any member may call for a division of the house by saying, "Mr. Chairman, I call for a division of the house." This does not require a second or a vote, and at once the Chair will say, "A division of the house has been called for, all of those who favor the question before the house will stand and be counted;" after the affirmative has been counted the Chair will say, "All who oppose the motion will stand and be counted;" the Chair will then announce the result.

5. *Should the Chair ever say, "All in favor of the motion give the usual sign?"* No. There is no such thing as the usual sign unless a special sign has been adopted by the society, and they vote by signs, then it would be in order.

6. *Should the Chair always call for the 'negative vote?'* Yes; unless he knows the vote to be unanimous, or in votes of thanks or courtesy.

7. *What is meant by "General Consent?"* By General Consent is meant the same as *unanimous* vote. Sometimes to facilitate business the Chair will say, "Is there consent to such and such a question, motion or procedure?" If the body says "Consent" and not a single objection made

the question passes. If anyone objects the regular vote is taken.

8. *Can a maker of a motion vote against his own motion?* Yes; but he cannot speak against his own motion.

9. *May a member change his vote?* Yes; at any time before the decision of a vote is announced by the Chair, if his vote was not cast by ballot.

10. *What is the privilege of debate as relates to voting?* Although the affirmative vote has been taken, and until the negative is put, a member is entitled to the floor (though he may have at that moment entered the room), and he may open up the debate on the question just as if voting had not been begun. After the debate is closed the vote on the affirmative must be taken over. Also, after the final vote has been announced by the Chair, if it is found a member has tried to obtain the floor before the Chair had put the negative side, he shall be heard on the question as though no vote had been taken. Then the vote must be taken over.

11. *Can a person vote on a question effecting himself?* If the question effects himself only, he cannot vote, but if it relates to *several* in the same body, he may vote with the rest.

12. *When may the Chair vote?* When there is a tie, when his vote will make a tie, when the

yeas and nays are called, when the vote is by ballot, or at any time when his vote will affect the result.

13. *When there is a tie what becomes of the question?* It is lost, unless the Chair votes, which vote carries it. He would not vote in the negative, since the measure is already lost.

14. When the vote of the Chair will *make a tie* he can cast it, and thus defeat a measure.

15. *If the vote is by ballot when does the Chair vote?* He writes his ballot and casts it with the rest.

16. *When the yeas and nays are called, in what order does the Chair vote?* He votes last, so as not to influence others voting.

17. *What is meant by the yeas and nays?* A call for the yeas and nays requires that the vote of each member be recorded.

18. *What is the form?* "I move the yeas and nays." If the motion carries by a majority vote the Chair will say, "The yeas and nays have been ordered; as the names are called those in favor of the adoption of the resolution will say aye, those opposed will say no." The Secretary then calls the roll, each member answering aye, or no, which vote is recorded. After all have voted the Secretary will give the number voting on each side, and the result is announced by the Chair.

19. *How will the assembly proceed when the vote is to be taken by ballot?* See Election of Officers.

37. **Election of Officers.** — 1. *How may officers be elected?* By ballot or by acclamation.

2. *In electing officers what is the first duty of the Presiding Officer?* To ascertain how many in the assembly are members and entitled to vote. If it is a delegated body the credential committee's report will show. If it is not a delegated body an easy way is to have the members all rise and number themselves aloud as they take their seats; this is so the body will know how many ballots may be cast or how many may vote.

3. *Can a President preside during the election of officers?* He may, or he may call some one else to the Chair.

4. *If no rule has been adopted by the society as to how the election shall be held what is the duty of the Chair?* He shall ask, "How shall the election be held?" Some one may move that "there be nominations from the floor and elected by ballot," or "a nominating ballot and elected by ballot," or "a nominating committee and elected by ballot," or "nomination and election by acclamation." The vote is taken and decided by a majority vote.

5. *When electing by ballot what will the Chair do next?* The Chair will appoint "tellers" to

distribute slips of paper for balloting. These tellers collect and count the ballots.

6. *If the nominations are by acclamation, and the vote is to be by ballot, how should the assembly proceed?* Some one or more will nominate candidates whose names will be voted on. (These nominations need no second.) The tellers then proceed to collect the ballots.

7. *After the ballots have been collected what is next in order?* The Chair will say, "Have all the ballots been collected?" or he will say, "Have all voted who are entitled to vote?" (waiting a moment to see if all ballots have been taken up) he will say, "The ballots having all been collected the box is closed and the tellers will proceed to count the same." The tellers may count the ballots aloud in the presence of the assembly or they may retire. In counting the ballots all blanks are ignored and thrown out. It is best to have at least three tellers, then one takes the ballot from the box reads the name aloud hands to the second teller who sees that it is read correctly, the third teller acts as secretary or clerk of the tellers, repeats the name aloud and keeps the count. After all the ballots have been counted the one keeping the count will read the tally sheet.

8. *What is the correct form in reading a tally sheet?* First the number entitled to vote, second

the number of votes cast, third the number necessary for a choice, fourth the number each candidate receives. If one receives a majority of the votes cast the Chair will say, "Mr. _____ having received the required number, is elected _____."

9. *What is done if no one carries a majority of votes on the first ballot?* The assembly proceeds to ballot again until one receives a majority of all votes cast.

10. *Can any member of the assembly vote for anyone who is eligible to office if he has not been nominated?* Yes. He can vote for anyone he wishes, whether such person has been nominated or not.

11. *Can a teller be a candidate?* Yes, if he is eligible, but a candidate cannot be a teller. If a teller has been nominated he will resign as teller and some one else appointed, as it would not be wise for a candidate to be allowed to count his own ballots.

12. *What is meant by majority of all votes cast?* It is any number over half, and a plurality is the largest of two or more numbers.

13. *What may be done if there is but one candidate, and the Constitution requires voting by ballot?* Some one may move that the Secretary cast the ballot for the assembly. The Chair will say, "All in favor of the Secretary casting the

ballot of the assembly for Mr.— will say aye;” then, “those who are opposed will say no.” If there is a *unanimous* vote the Secretary writing on a ballot the name of the candidate will say, “I hereby cast the ballot of the assembly for Mr.—.”

14. *What is done if there is a single vote against the Secretary casting the vote?* The ballot must be taken in the usual way.

15. *What is meant by the nominating ballot?* When in the interest of fairness, secret nominations are desired, each person may write the name of his favorite candidate upon a slip of paper. When these are collected, they are called the *Nominating Ballot*, because the formality of naming the person through a committee or in open session is not observed. Each person voted for in this way is a nominee. The ballot is then taken until one receives the majority of all votes cast. This is frequently the most satisfactory way of making nominations.

16. *Can one be elected on the Nominating Ballot?* No; the Nominating Ballot is only *one* ballot taken for nominations. But if in this first ballot one candidate receives a large majority of all votes cast, it is then in order to move “that the Secretary cast the ballot.” The presiding officer should state the motion and put it to vote in the usual way. If the motion is carried by a

unanimous vote the Secretary casts the ballot. If motion is lost to instruct the Secretary to cast the ballot, then the ballot must be taken.

17. *How proceed if there is a nominating committee?* The nominating committee makes up a list of officers and reports the same to the assembly. The committee's report like any other may be amended by the assembly offering other names. The assembly then proceeds to vote making the entire ticket on the one ballot. The tellers then collect, count, and the result is announced. Those receiving a majority of all votes cast are declared elected. Often the committee is instructed to bring in two or more sets of names.

18. *If there is to be a number of persons elected to fill the same office, such as the election of a Board of Trustees, Executive Board, or Board of Managers, how proceed?* Nominations are made, and from the list the voters place on their ballots the names of those they desire, enough to fill the board. The entire board may be elected or voted on the one ballot. It may be previously decided by the assembly whether the board should be elected by the majority or plurality vote.

19. *How proceed with election by acclamation?* If there are several nominees, the Chair will announce each name as he hears it, and when the

nominations close they should be voted upon in the order given, until one is elected.

20. *What requires a unanimous vote?* To expunge from the minutes (see Miscellaneous Questions), and to declare a vote unanimous which is not. For instance a number have been voted for, and one receives the number of votes necessary to elect, a bare majority, and some one moves the election be declared unanimous. If *all* vote to declare it unanimous it is so recorded. But this is only done through courtesy, and is often unfair to the other candidates.

21. Often the Constitution provides for rotation, or limitation of office, which usually proves very satisfactory to the organization.

22. *In electing officers after repeated balloting and no one receives a majority of votes cast, what can be done?* Before the next ballot is taken some one may move, "That on the next ballot the one receiving the largest number of votes shall be declared elected." The motion is put and decided by a two-thirds vote. Then on the next ballot the one receiving the highest vote is elected.

23. *Can an election to office be reconsidered?*
No.

38. **Committees.**—I. *How may Committees be nominated?* They may be nominated in open convention or by the nominating ballot.

2. *How may they be appointed.* By the Chair.
3. *How may they be elected?* By acclamation, or by ballot.

4. *What is the form?* The Chair will say "How shall this committee be obtained?" A member will either move that the Chair appoint, or that the Committee be nominated and voted for. This is decided by a majority vote.

5. *What is next in order?* The Chair will say, "How many shall constitute this Committee?" and if there are several numbers given, the vote should be taken on the highest number first, etc., until, by a majority vote a number is chosen.

6. *Has the Chair a right to appoint Committees merely upon the suggestion of some member "that the Chair appoint?"* No; there must be a motion to that effect, and if it is carried, the Chair will appoint.

7. *Is it best always to allow the Chair to appoint Committees?* No; if there be an Investigating Committee, or some Committee of great importance, and the appointing is left in the hands of the Chair, he may put on that Committee only those who think as he does, while the views of others should be represented.

Sometimes the Chair appoints the Committee without asking the consent of the house. This he should not do unless the rules of the organization give him the permission.

8. *Has one person the right to nominate more than one on a Committee?* No; not until all have an opportunity to nominate.

9. *If there are nominations from the floor, and the election is to be by acclamation, how proceed?* If only enough names have been presented to fill the committee they may be voted on as a whole. If more names have been presented than to fill the Committee, the presiding officer will, after nominations have closed, vote on them in the order they were given until enough have been elected to fill the Committee, the Secretary keeping the list.

10. *What are Standing Committees?* Standing Committees are permanent Committees, for a specified time.

11. *What are Special or Select Committees?* Committees chosen to take charge of Special subjects, and are created whenever necessary.

12. *Is the President by virtue of his office an ex-officio member of all Committees?* No; not unless made so by the Constitution, or Rules.

13. *Should all Committees be organized?* Yes; especially temporary Committees.

14. *How should the business of the Committee be conducted?* The same as in large bodies, as it is a miniature assembly.

15. *Who is Chairman of the Committee?* The first one named is Temporary Chairman, whose business it is to obtain a list of the Committee,

appoint a place, and state the time, and make the preliminary arrangements for a meeting.

16. *What constitutes a Quorum in a Committee?* A majority.

17. *What is the first thing to do in the meeting?* The Temporary Chairman will call the meeting to order, and call for nominations for a Secretary. After the Secretary has been elected he will call for nominations for a permanent Chairman. The temporary Chairman may be made the permanent or another one elected.

18. *The Committee organized, what is the next step?* If it is a set of resolutions, constitution or platform referred to them, they will proceed to draft the same. Only what a majority agree to, becomes the report of the Committee.

19. *If the Committee forms Sub-Committees to whom do they report?* To the Committee. All bodies are subject to the bodies that created them.

20. *After the Committee has finished the work assigned them how do they adjourn?* Some one will say, "Mr. Chairman, I move that the Committee rise," or "I move that the Committee rise and report." The vote is taken and decided by a majority.

21. *Who reads the report of the Committee?* In a Standing Committee, usually the Chairman, but in a Temporary Committee, usually the Secretary, but either would be correct.

22. *After the report has been read or made is it in order to "move to receive the report?"* No. The body receives the report when it permits it to be read.

23. *When can the report of a Committee be made?* The report of a Committee can be made at any time if there is no business before the house, no special time having been set for the report, and providing no one objects. If there is objection, a motion "that we now receive the report of the Committee" must be made, and if it is carried by a majority vote the report is heard.

24. *After the reading of the report how will the Chair state it to the assembly?* He will say, "What will you do with this report?" Some one will move that it be considered *seriatim*, or that it be adopted as a whole, or that it be adopted *sariatim*.

25. *What is meant by seriatim?* It is to consider, item by item, or, section by section, in regular order.

26. *If the motion is made that the report be adopted as a whole and some one else wants it adopted or considered seriatim, what can be done?* Move to amend the motion and decide by majority vote.

27. *How proceed to adopt as a whole?* After the reading, some one will move that the resolutions be adopted as a whole, and the vote is

taken at once upon the entire report. After its adoption the Preamble is read and voted on.

28. *If considered seriatim how should the assembly proceed?* In this case, the one reading the resolutions, will read the first one, and the Chair will call for remarks or amendments; and if there are none the next will be taken up. If there is an amendment or some other motion made on the question, it is disposed of, but the main question, if still before the house, is not voted on at that time. The next resolution is then taken up, and so on until all have been satisfactorily arranged, when they should be voted on as a whole. The advantage of *considering* a set of resolutions seriatim, after all have been read, another opportunity of debating or changing any one of them is given as each resolution has not been voted on, then they are voted on as a whole.

29. *How proceed to adopt seriatim?* After the resolution has been read, it is open for discussion, amendments, etc., and then the vote is taken on each one, and so on down the entire list. It is not necessary to make a formal motion to adopt each resolution as read, as the motion to adopt seriatim covers that point.

30. *After any number of resolutions have been disposed of, can any of them be amended?* Only after they have been reconsidered.

31. *After all have been voted on seriatim, is*

it necessary to vote on them again as a whole?
No.

32. *When should the Preamble always be voted on?* Last.

33. *To what special privilege is the Chairman of a Committee entitled?* To open and close the debate. He may make a closing speech even after the previous question has been ordered.

34. *After a Committee's report has been disposed of is it necessary to move that the Committee be discharged?* No. When the Committee has made their full report the Committee is dissolved. Its existence terminates when the report is delivered, unless it is a Standing Committee.

35. *After the report has been presented and the assembly is not satisfied, what can be done?* Some one may move to recommit with instructions. It may be referred back to the same Committee, or a new Committee created. The only time it is in order to move the Committee be discharged, is when they have not done the work assigned them, or when a Committee has been appointed to do certain work and it is desired to discontinue the same.

36. *What is the difference between "accept" and "adopt?"* There is no real difference in parliamentary usage.

37. *If the Committee disagree what can be done?* The minority may present a report.

38. *When is a minority report heard?* Following the report of the Committee, and before it is acted upon.

39. *When both reports are before the house what will the Chair do?* The Chair will say, "You have heard the report of the Committee, what will you do with it?" (meaning the Committee report). If some one likes the minority report best, he will "move the minority report be substituted for the majority," the vote is taken, and if decided by a majority, the minority is substituted for the majority and becomes the report.

40. *Does that adopt the report?* No; the report is then before the house, and may be disposed of the same as any report.

41. *Do we always vote on the minority report?* No; only as it is substituted for the majority.

39. Committee of the Whole.—1. *Why does an assembly sometimes resolve into a Committee of the Whole?* For the informal consideration of a question when the assembly is not ready for final action upon it.

2. *What is the form?* The form is, "I move that this assembly do now resolve itself into a Committee of the Whole to consider the question," naming the question. If this carries by a majority vote the Presiding Officer appoints a member to the Chair, and takes his place among

the members. However, if the assembly objects, it can elect its own Chairman.

3. *What motions are in order?* In a Committee of the Whole the only motions in order are "To amend," "To adopt," "To limit debate," and "That the committee rise and report." This committee cannot change the text of the resolution referred to it.

4. The Secretary shall keep a memorandum of the proceedings for the use of the committee, but such memorandum should not be recorded on the minutes. Only the *report* of the committee is so recorded.

5. If the committee wishes to dissolve, a motion is made, "That the committee rise and report." When this motion is adopted the presiding officer takes the chair, and the chairman of the committee informs him that the committee has completed the business assigned it and is ready to report.

40. Filling Blanks.—1. Sometimes resolutions are introduced, or reports of committees made in which blanks are left to be filled by the assembly. It is not necessary to make a motion to fill them, but any number of persons may suggest the number with which to fill them. These numbers should be voted on, beginning with the highest first.

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